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PMA A-36

:
: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.
:
: Number 138 June 14, 1948
:
: PMA PROCEDURE TRANSMITTAL

1.9422

A2P942

REVISIONS AND CHANGES

Reserve

OBSOLETE FORMS
SUPPLEMENT 1
2-9-48

On page 2, disposition of stocks of SF-1055 erroneously indicated. Add an asterisk to the left of this form number and use up all remaining stocks of SF-1055 approved by Comptroller General, U. S., December 2, 1932. Distribution: A, B.

103.4 and
EXHIBIT A
6-4-48

DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA: This Instruction was revised for the purpose of applying, to the distribution of administrative regulations, certain changes that have been put into effect in connection with the distribution of PMA Instructions. Provides that persons desiring to get on mailing lists or obtain extra copies of administrative regulations direct their requests to their Washington Administrative Officers, who will follow prescribed routines in obtaining necessary action. Extra copies of Departmental Administrative Regulations are not maintained anywhere in PMA, and must be obtained through prescribed channels from the Office of the Secretary. This Instruction supersedes 103.4 and Exhibit A dated 6-11-46, which should be removed from manual. Distribution: A, B.

124.2
4-2-48

PURCHASE AND LOCAL SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAV FORM: On page 22 (revised 5-20-48), XV E 3 a (1), delete the words "and one copy". Distribution: A-01, 05, 06, 09, 15, 16, 18, 25, 28, 30, 31.

421.1
6-8-48

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT, AND MISCELLANEOUS SERVICES - WASHINGTON: This revision of the Instruction incorporates the following changes: (1) list of services available through Public Buildings Administration expanded to include building maintenance items, (2) number of copies required of Form PBA 10-292 changed to original and six, (3) number of copies required of Form AD-14, when ordering from Central Supply Division, changed to original and three, (4) requirement eliminated that one copy of Form AD-14 be priced, (5) provision made for pick-up by Procurement Unit of outgoing express shipments from the South Building and West Administration Building for delivery to Railway Express Agency.

The sub-storeroom of the Central Supply Division mentioned in paragraph III A is located in Room 0969 South Building. Remove Instruction 421.1 dated 11-6-46 from manual. Distribution: A-(Washington Only), B-(Washington Only).

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DISTRIBUTION: A, B

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA

I PURPOSE

The purpose of this Instruction is (1) to state PMA Policy on the distribution of Departmental and other administrative regulations, and (2) to establish responsibilities and procedures for effecting distribution. As used in this Instruction, administrative regulations mean over-all Governmental and Departmental rules, regulations and procedures which are released above the bureau level. (See list in Exhibit A.)

II DISTRIBUTION AND IMPLEMENTATION POLICY

A Distribution of Administrative Regulations - It is the policy of PMA to make regular distribution of certain types of administrative regulations (see Exhibit A) primarily for the use of technicians in specialized subject matter fields, and secondarily for general reference use in large offices or establishments. It is not the policy of PMA to make regular distribution of administrative regulations as a source of general information for operational interpretation and action.

B Implementation of Administrative Regulations - It is the policy of PMA to implement fully pertinent laws, orders and regulations by the prompt development of official PMA issuances. However, administrative regulations will be released as attachments to, or in lieu of, PMA Manual Instructions (1) where the material is urgently needed and there is not time to develop the necessary PMA issuance; (2) where the material does not require or lend itself to modification; (3) where the material is of a temporary or informational nature.

III RESPONSIBILITIES FOR DETERMINING AND EFFECTING DISTRIBUTION

A Organization and Management Division - is responsible for a PMA-wide system of procedure issuance distribution control and will represent PMA in liaison with issuing offices and agencies and with PMA administrative officers in Washington on procedural matters pertaining to distribution of administrative regulations.

B Administrative Services Division - will receive bulk supplies of administrative regulations from issuing offices, and will distribute in accordance with established distribution codes and instructions furnished by the Organization and Management Division. The AS Division stock room will fill requests from administrative officers for replacement or extra copies of administrative regulations.

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C Administrative Officers (Washington) - will be responsible for the adequacy and currency of mailing lists for their respective branches; and for the branch processing of requests for materials or mailing list changes.

IV MAILING LISTS AND REQUESTS FOR MATERIAL

A Maintenance of Mailing Lists - The administrative officer for each branch or office (each service division of the BM Branch) shall maintain current addressograph-plate proof-card files on all recipients of each type of regulation, and shall promptly clear all requests for changes therein with the O&M Division, as provided below.

B Requests for Materials or Mailing List Changes - Employees will direct requests for mailing list changes or extra copies of administrative regulations to their respective Washington administrative officers for review and approval. Requests improperly directed to other offices shall be immediately forwarded by such offices to the appropriate Washington administrative officer.

C Approval and Clearance of Requests - Administrative officers will review all requests with special regard to specific needs and, on approved requests for additions to lists, shall prepare Form AD-273, "Request for New and/or Additions to Existing Mailing Codes," in accordance with PMA Instruction 446.1, "PMA Mailing Lists." Listings, except in rare instances, will be by title of the individual only, and a separate listing is required for each subscription desired. This form (in an original and four copies) and proof cards covering "drops" or changes in mailing lists shall be routed through the Procedure Control Section, O&M Division, for control review. The notation "4 cards" shall be made in the lower left hand corner of proof cards sent for correction and in space provided for number of proof cards on AD-273, in addition to other notations specified by Instruction 446.1. For changes in distribution of Annual Volume of Comptroller General Decisions, Code of Federal Regulations, and Federal Register, a memorandum to the O&M Division will be required.

D Disapproval or Revision of Requests - Administrative officers will be responsible for notifying requesting offices of the disapproval or revision of requests.

DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA

(IV)

E Non-Receipt of Materials - Inquiries or complaints regarding mailing lists or non-receipt of materials should be by memorandum directed to the appropriate Washington administrative officer.

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Attachment: Exhibit A, "ADMINISTRATIVE REGULATIONS REGULARLY
DISTRIBUTED IN PMA"

ADMINISTRATIVE REGULATIONS REGULARLY DISTRIBUTED IN PMA

The following issuances are regularly distributed to designated PMA recipients through the indicated distribution codes:

DEPARTMENTAL ISSUANCES

U.S.D.A. Administrative Regulations (AR's)

Title I, General	Code: PMA-ARG
Title II, Library	Code: PMA-LIB
Title III, Information	Code: PMA-OIM
Title IV, Plant and Operations	Code: PMA-POC
Title V, Procurement	Code: PMA-PRM
Title VI, Budget	Code: PMA-BR
Title VII, Fiscal	Code: PMA-FLR
Title VIII, Personnel	Code: PMA-PER
Index	Code: PMA-ARI

(Recipients of each of the above will automatically receive all related, serially numbered, subject matter memorandums.)

Solicitor's Opinions	Code: PMA-SO
Index to Solicitor's Opinions	Code: PMA-ISO

CIVIL SERVICE ISSUANCES

Class Specifications	Code: PMA-CSCS
Departmental Circulars	Code: PMA-CSDC 1/
Federal Personnel Manual	Code: PMA-FPM

COMPTROLLER GENERAL ISSUANCES

Individual Decisions	Code: PMA-DCG-D
Synopses of Decisions (Weekly)	Code: PMA-DSD
Monthly Pamphlet of Decisions	Code: PMA-DCG-M
Annual Volume of Decisions	Code: None
Regulations	Code: PMA-CGR

1/ Area Personnel Divisions and branch field office personnel representatives will obtain these direct from CSC Regional offices in accordance with instructions from the Washington Personnel Division, BM Branch.

ADMINISTRATIVE REGULATIONS REGULARLY DISTRIBUTED IN PMA

MISCELLANEOUS

Bureau of Federal Supply Circulars	Code: PMA-TPC
Code of Federal Regulations	Code: None
Federal Register	Code: None

Regulatory issuances not included in the above list will be given special distribution according to subject matter, and on the basis of special directions or in response to requests.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,
EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON

I PURPOSE

This Instruction prescribes procedure for the acquisition of forms and administrative supplies, equipment, and miscellaneous services by all Washington offices.

II DEFINITIONS

A Supplies - Means stationery, stocked forms, stamps, and other common office supplies of an expendable nature, bus and streetcar tokens or passes, automotive supplies and common laboratory supplies. (Dictionaries and other purchased published materials shall be requisitioned in accordance with Instruction 418.1, "Procurement of Purchased Published Material - Washington.")

B Equipment - Means office furniture, file sections, office machines, laboratory equipment, automotive equipment, and all other items of a non-expendable nature.

C Services

1 Services are available through the Public Buildings Administration (PBA), Federal Works Agency, as follows:

- a Repairs to, and maintenance of, furniture and equipment, including refinishing.
- b Construction of furniture and equipment.
- c Map framing.
- d Crating of furniture and equipment.
- e Construction, installation and maintenance of exhibits.
- f Furnishing keys for desks and files.
- g Manufacture of rubber stamps.
- h Typewriter repair work.
- i Preparation of name cards for offices.

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ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,
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(II C 1 j)

j Buzzer work.

k Other items of building maintenance.

2 Services, such as repair of all office machines (except typewriters) rug cleaning, repair of minor office equipment, or other services not listed in paragraph II C1 are not available through PBA.

D Requisitioning Officer - The administrative officer, or other designated employee who is authorized to sign requisitions for the branch or staff office.

III RESPONSIBILITY FOR PURCHASE

The responsibility for the procurement of supplies, equipment, and services is vested in the Administrative Services (AS) Division, Budget and Management (BM) Branch. Offices in Washington shall obtain all supplies, equipment or services through the AS Division with the one exception noted below.

A Central Supply Division Sub-storeroom - Small quantities of commonly used items of supply and standard forms can be obtained immediately from the Central Supply Division sub-storeroom. To obtain such supplies and forms, authorized employees of branches and staff offices, who have been issued identification cards by the Central Supply Division, shall sign the sales ticket presented to them at the time the supplies are received. The Central Supply Division will send one copy of each sales ticket to the Procurement Unit, Procurement and Equipment Management Section, which shall distribute the copies to the respective branches and staff offices for their records. At the end of each month the Central Supply Division will bill the Fiscal Branch for supplies secured by PMA offices during the month. Administrative officers of branches and staff offices, or other employees authorized to perform administrative functions, shall secure necessary Central Supply Division identification cards by requesting them from the Procurement Unit and shall return such identification cards to the Procurement Unit when cancellation is desired.

IV PREPARATION AND ROUTING OF REQUISITIONS

Requisitioning officers are responsible for preparation of all requisitions submitted by the respective branches and staff offices. The requisitioning officer shall retain one copy of each requisition and send the original, with all other copies required in the following sub-paragraphs, (1) direct to the Reproduction Services Unit, Records

**ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,
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(IV)

Management and Reproduction Section, AS Division, when forms are requisitioned, (2) direct to the Procurement Unit, Procurement and Equipment Management Section, AS Division, when all other types of supplies, equipment, or services are requisitioned. Memorandums of transmittal shall not be used except in unusual cases. Additional information or necessary justification may be incorporated in the body of the requisition.

A Separate Requisitions - Shall be submitted for the categories listed below, with a further breakdown of separate requisitions within each category for each allotment advice number to be charged.

- 1 Supplies to be ordered from the Central Supply Division.
- 2 Serially numbered forms.
- 3 Forms which are not serially numbered.
- 4 Stamps 1/ to be ordered from the Central Supply Division.
- 5 Supplies to be ordered from sources other than the Central Supply Division.
- 6 Equipment to be ordered from contract, open market, and other sources.
- 7 Services.

B Forms to be Used - Number of Copies

- 1 Services Available From PBA - Requisitions for the services listed in paragraph II C 1 shall be prepared on PBA Form 10-292, "Request for Work to be Performed," in an original PBA-10-292 and six copies (four on PBA Forms 10-292-a, -b, -c, -d, and two on white manifold tissue). In preparing requisitions for services as covered under II C 2, follow the instructions in IV B 4.

1/ As postage stamps are of a negotiable nature, they are subject to audit as to accountability. Requisitioning officers shall exercise care in the purchase, issuance and use of stamps and shall maintain records of stamps purchased and issued and be able to submit reports or inventories as may be required. The records kept should reflect for each denomination of stamps, the date of purchase, document number, and number and value purchased, date issued for use, number issued and value, and to whom issued.

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(IV B)

2 Central Supply - Requisitions for supplies to be obtained from the Central Supply Division shall be prepared on AD-14 Form AD-14, (Rev. Aug. 1944) "Request For Supplies, Equipment or Service," in an original and three copies.

3 Stocked Forms - Requisitions for stocked forms shall be prepared on AD-14 in an original and three copies.

4 Other - Requisitions for services, supplies and equipment to be obtained from any source other than the Central Supply Division and PRA shall be prepared on AD-14 in an original and one carbon copy.

C Numbering Requisitions - Each branch or staff office shall assign numbers for all requisitions either in the same numerical sequence, or, if preferred, with separate sequences for AD-14 and PRA 10-292. The requisition number shall be inserted in the upper left corner above the form number. Correspondence relating to requisitions shall refer to these requisition numbers.

D Allotment Advice Number - The allotment advice number to which the supplies, equipment, or services are to be charged must be indicated in the space provided.

E Delivery Address - All requisitions must clearly indicate the complete address to which delivery or shipment is to be made in the space marked, "Consignee." The branch or staff office, building or street address, room number, and city and state should appear in every instance. Whenever practicable the name of the employee who will be responsible for personally receiving the shipment should be indicated. In the event the delivery address should be changed prior to the actual delivery of the supplies or equipment an immediate notice of such change should be prepared and routed through the same channels as the requisition.

F Description - In placing requisitions for supplies and equipment extreme care should be exercised to see that the description is complete and accurate and that where stock lists and catalogs are available the item numbers and units of issue are properly shown. The quantity required of any item should be shown in accordance with the "Unit of Issue" indicated for such item. If practicable, reference should be made to a manufacturer's make or model number or catalog number. In addition, the requisitioning office may indicate known sources of supply. When forms are requested they shall be grouped by classification, such as Standard,

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AD, PMA, and so forth and shall be listed in numerical sequence under each category. The correct titles of the forms shall also be shown.

G- Approvals - All AD-14's shall be signed (full name) by the requisitioning officer. Approval of PBA-10-292 by requisitioning officer shall be indicated by initials only.

V RECEIPT FOR SUPPLIES AND EQUIPMENT

A From Central Supply Division - A copy of the requisition will accompany the delivery. Upon receipt, the person receiving the shipment shall indicate the date of receipt, sign the copy of the requisition and surrender it to the person delivering the supplies.

B Purchase Orders - All shipments destined for offices located in the South Building and West Administration Building will be delivered to the AS Division Receiving Room from which deliveries will be made to the respective offices. Shipments destined for offices in the Agriculture Annex and 224 - 12th Street will be delivered direct.

1 Where deliveries are destined for offices located in the South Building and West Administration Building, the Procurement Unit will forward only the green copy (Receipt Copy) to the requisitioning officer at the time the order is written. The white copy (Requisitioning Office's Copy) will be held in the receiving room until the shipment is received. The employee delivering the shipment will obtain the consignee's signature on the white copy. The Procurement Unit will surrender these receipted copies to the requisitioning officers not later than the day following delivery of the shipment. The respective requisitioning officers shall then, if the material or equipment is in accord with the order, execute the applicable green copies and return them to the Procurement Unit which will forward them not later than one day after their receipt to the Fiscal Branch for payment.

2 Where deliveries are destined for offices located in the Agriculture Annex and 224 - 12th Street, the Procurement Unit will forward the green and white copies to the requisitioning officer at the time the order is written. When delivery is made the requisitioning officer shall, if the material or equipment is in accord with the order, execute the green copy and forward it promptly to the Procurement Unit for transmittal to the Fiscal Branch.

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(V B)

3 If material is received in a broken or damaged condition, the material or service does not meet specifications, or the quantity covered by the order is not received, the requisitioning officer shall notify the Procurement Unit and retain the green copy until the necessary adjustment has been made with the vendor.

VI PICK-UP SERVICE

Upon request of administrative officers, the Procurement Unit will effect pick-up of outgoing express shipments from the South Building and West Administration Building for delivery to the Railway Express Agency.

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